

# HEALTH AND WELLNESS PROGRAM COORDINATOR

**GRADE: 20**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Health and Wellness Program Manager performs intermediate professional and responsible administrative work in the design, implementation, execution, and evaluation of the Employee Wellness Program in order to accomplish the objectives of the Program: these are: to improve employee health, morale, and productivity while decreasing absenteeism and containing health care costs. In addition to providing health promotion programs and activities, the Health and Wellness Program Manager administers and interprets health appraisals and provides health promotion counseling to employee. Responsibilities involve working with the City Manager and other Senior Staff along with employees of all levels to develop a comprehensive worksite wellness program to satisfy management's goals and to match the specific needs of Rockville employees. The Health and Wellness Program Manager is accountable to the City Manager while working to accomplish agreed City objectives.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

- Works independently with policy guidance from the City Manager in coordinating wellness programs for all City employees.
- Chairs the Employee Wellness Steering Committee which provides support for the various activities and events.
- Serves as liaison with State, County and professional associations on wellness issues with which the City is concerned or involved.
- Represents the City before professional organizations, governments, and private organizations.
- Hires and supervises contracted personnel who serve as guest speakers, workshop leaders, health counselors, and health care professionals (cholesterol, mammogram, body composition, fitness, etc. screeners).
- Supervises and/or personally delivers the following program services: administers and interprets health risk appraisals; confidential health promotion counseling; coordinates health fairs; provides employee workshops on nutrition, stress management, weight control, smoking cessation, and other topics on current health issues; overseas blood pressure monitoring.
- Procures materials and equipment necessary for implementing programs.
- Publishes wellness information in employee newsletter and fliers.
- Maintains library with resource materials on health issues.
- Is available for interaction with all employees on a one-to-one basis on their health concerns.
- Prepares and monitors the Wellness Program budget.
- Provides timely and current wellness programs.
- Provides current health promotion information to all employees.
- Ensures that Program meets specific needs of employees.
- Promotes and advertises programs.
- Provides employee newsletter with articles on current health issues.
- Evaluates programs.
- Maintains working knowledge on current health issues.
- Contracts with qualified health care professionals.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a minimum of a Master's Degree in Health Promotion or a related field with two years of experience in the wellness field.

#### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of current health issues including nutrition, weight control, stress, cardiovascular disease, cancer, exercise, smoking cessation, and hypertension.
- Considerable knowledge of health promotion counseling.
- Considerable knowledge of medical terminology as it pertains to health promotion.
- Considerable knowledge of employee health needs and concerns.
- Considerable knowledge of wellness resources in the community.
- High skill in human relations.
- Ability to plan, organize, and meet deadlines in the preparation of a variety of programs.
- Ability to be creative and innovative to enhance program participation.
- Ability to provide a comprehensive worksite wellness program for all employees.
- Ability to establish an effective working relationship with department heads and employees.